

We hope you enjoyed your holiday break. The New Year will start out with our new Outlook email system, which I know many of you have been waiting for.

THE CUTOVER DATE TO THE NEW OUTLOOK EMAIL SYSTEM WILL TAKE PLACE ON MONDAY, JANUARY 12 AT 6 AM.

In preparation for the cutover, users must shutdown their campus PC before leaving for the weekend, which will be either Thursday night or Friday night depending on your schedule. (On Windows, click on Start, Shutdown to power off the PC). The IT team worked throughout the holidays to complete the conversion of all the massive email data and we are still completing the final updates for this week's emails. To ensure a clean cutover and to make sure that everyone knows what to do on that first day, we are deferring the cutover to start on Monday.

Please note that NO internal email will be available from Sunday, January 11 at 10 PM to 6 AM Monday morning. The current Groupwise email will shut down on Sunday, January 11 at 10 PM and the new Outlook email will be available at 6 AM Monday morning. Any emails received from the outside during this cutover time period will be rerouted to your new Outlook email. Starting at 6 AM the new Outlook Email will be operational and Groupwise will be gone! Since IT converted all Groupwise items to Outlook, you will see your emails, cabinet folders, calendar, and tasks on the new Outlook email. The email active inbox will contain your emails for the last 3 years and the archive folder will contain all emails older than 3 years.

Please read the Instructions below on "How to Access your Outlook Email" on January 12:

- Starting Monday, if you are logging into the Web version of Outlook, use this URL <https://mail.clpccd.org> (Do not access before January 12).
- Your user name and password for Outlook email (for both the Web version and the Desktop Client Version) will be the same as you use when you login to your Windows Active Directory account on your local PC on campus. The login user name format is domainname\username. (Note: This is a backslash). The format for Chabot is chabotcollege\jdoe for John Doe and the format for LPC is lpc\jdoe and for district is clpccd\jdoe. **The password is the one that you are using for your Windows login.** (Please note that your old Groupwise password is not valid any longer.)
- If you are logging in to Outlook using your campus desktop, the Outlook client version will be installed automatically to replace the Groupwise client. When you boot up for the first time, please be patient since software programs will be running in the background when you login to change over to the Outlook client. Please be sure to refer to the following instructions when you boot up your desktop on Monday morning in order to activate your Outlook account. For PC users, most staff will be using the Outlook 2010 instructions

http://www.clpccd.org/tech/documents/Outlook_2010_Instructions.pdf , but we also included the Outlook 2013 instructions if needed

http://www.clpccd.org/tech/documents/Outlook_2013_Instructions.pdf . For MAC users only, refer to the following instructions <http://www.clpccd.org/tech/documents/MACInstructions.pdf>

(SAVE THE PDFs OR BOOKMARK THE WEBPAGE FOR YOUR REFERENCE MONDAY MORNING).

- Once the initial startup is completed on your desktop, there will be an Outlook icon visible on your desktop. To use Outlook, double-click on the Outlook icon and this will take you directly to the Start-up Wizard. Since you already logged into your Windows active directory domain, you should not be prompted to enter your user name and password. Accept the default settings and click through the prompts.

Refer to Outlook Documentation and Training Materials:

Attached is a Quick Reference Guide for Outlook Email and Calendar functions.

All the documentation on instructions for using Outlook email and any previous email correspondence on the Outlook email migration has been posted on the district website under the "Technology Services" tab at:

<http://www.clpccd.org/tech/OutlookEmailMigration.php>

In addition, the link to this webpage is available from the Chabot and Las Positas websites on the Faculty webpage and the Technology Committee webpage.

If you have any further questions, please contact the District Help Desk at 925-424-1715 for assistance.

Thank you in advance for your cooperation and patience during this major email conversion.

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